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| **Job Description**  |
| **Post Title:****Line Manager:** | TeacherHead of Department |
|  | **Overall every teacher in the college should aim to:*** **Maintain the highest academic and professional and ethical standards.**
* **Support the College Values**

***The duties and responsibilities set out below are not exhaustive. You may be required to carry out other reasonable duties within your capabilities as required and instructed, should the need of the College require it.*** |
| **Main duties and responsibilities** | **The key responsibilities and duties of the post are:**1. Preparing and delivering lessons according to departmental schemes of work.
2. Working with the Head of Department to complete Schemes of Work.
3. Taking an accurate register.
4. Setting tests and mock examinations as appropriate.
5. Timely preparation and marking of class tests and mock examinations.
6. Recording class tests and mock exam results within set deadlines.
7. Regularly setting and marking of homework and recording results according to college guidelines. In general work should be marked and handed back to the school within one week.
8. Use Engage to generate data tracking reports for the classes you teach and ensure that each student achieves their potential and makes progress.
9. Periodically checking students’ work folders or exercise books for completeness.
10. Preparing termly subject reports according to college standards and within set deadlines.
11. Communicating issues of concern regarding particular students with relevant Personal Tutors or, where appropriate, the Assistant Course Director/Course Director.
12. Maintaining regular communication with the Head of Department. This would include: recommending resources, progress through the syllabus, recommended exam entry levels and possible progression routes for students.
13. Adhering to the Student Bosworth Code with regard to discipline and reward procedures, using Engage Daybook to record this.
14. Ensuring students use the Student Planner.
15. Attending general staff meetings at the start of each term and also departmental meetings throughout the year.
16. Attending Parent Evenings, Open Evening and Staff Meetings.
17. To provide full, accurate and up to date information on request to the Admissions and Marketing team regarding your subject.
18. To promote your subject actively to prospective students and parents.
19. Ensuring classrooms have appropriate and stimulating room displays.
20. Read and respond to emails in a timely manner, at least once a day on working days.
21. Adhere to all Bosworth Policies and Procedures including those pertaining to Safeguarding
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